



**NIEHS**

National Institute of Environmental Health Sciences  
National Institutes of Health  
Department of Health and Human Services

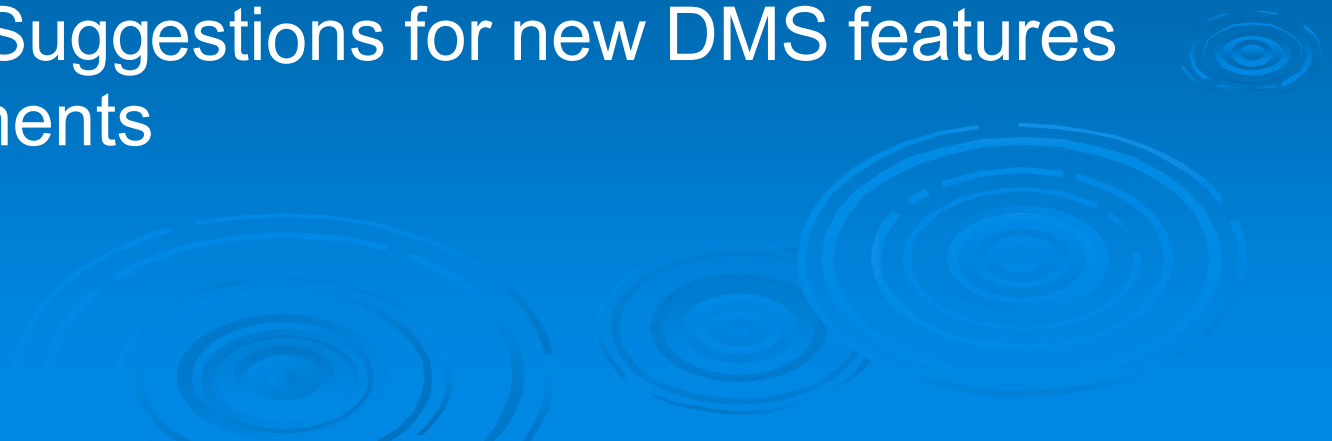
# Data Issues Breakout

Patricia Thompson, NIEHS

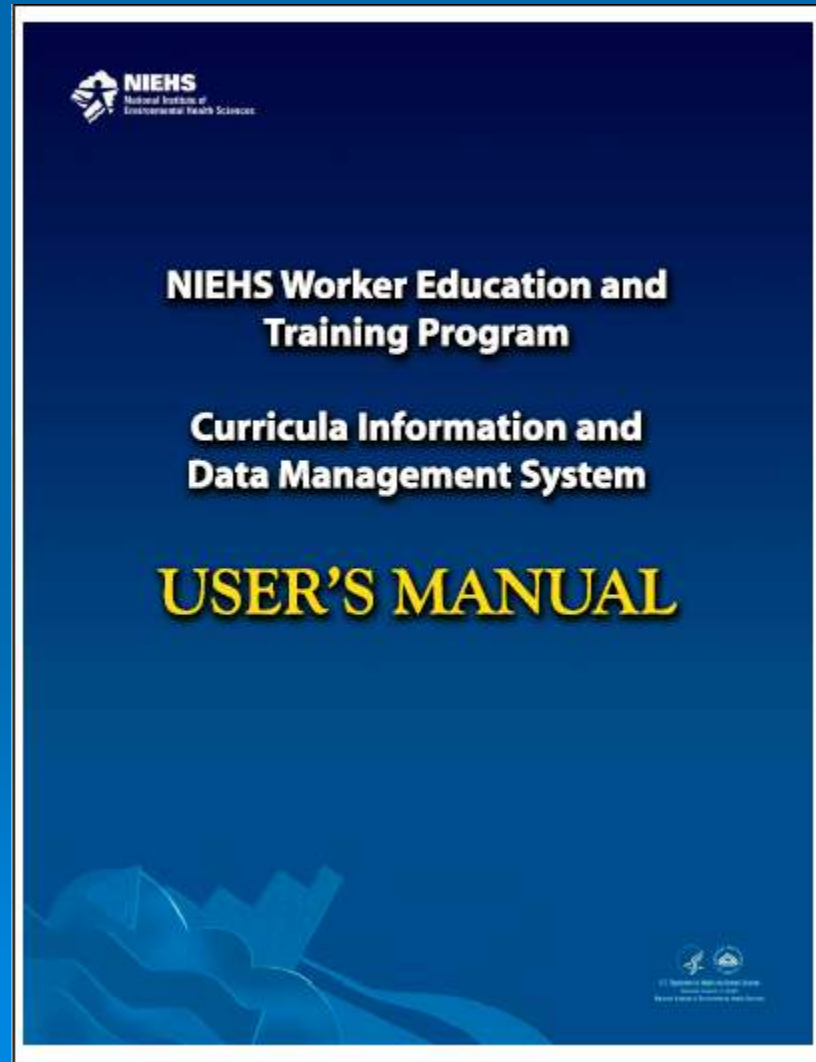
Lynn Albert, AGTI

WETP Awardee Meeting  
September 13, 2006


# What's new in the Data Management System ?

- User Manual
    - Accessing the User Manual on-line/on-line help
    - Downloading the User Manual
  - New navigation
  - Improvements to the Curricula Catalog screens
  - DMS Users list serve
  - Work in progress on the DMS
  - Awardee Suggestions for new DMS features or improvements
- 

# New DMS User's Manual



# Worker Education and Training Program Curricula Information and Data Management System User Manual

- Topic specific help is now available on-line.
- The link to the on-line help for each page is indicated by a question mark icon 
- Clicking on the question mark icon will open the User Manual to the page containing information about the screen you are on.

## WETP CURRICULA INFORMATION & DATA MANAGEMENT SYSTEM

[Curricula Catalog](#)[Emergency Support Activation Plan](#)[Reports](#)[Data Entry](#)[Progress Reports](#)[Admin Functions](#)[Awardee Info](#)

Use this screen to select the training year, program and type of data you wish to enter.  
Select **Course Offerings** if you wish to add, edit, delete or make actual course offering data.  
Select **Student Demographic Data** if you wish to add, edit, delete or make actual student demographic data.

### Select Training Year:

- ☒ September 1, 2005 - August 31, 2006
- ☐ September 1, 2006 - August 31, 2007

- ☐ September 1, 2005 - July 31, 2006
- ☐ August 1, 2006 - July 31, 2007

### Select Program:

- ☒ DOE

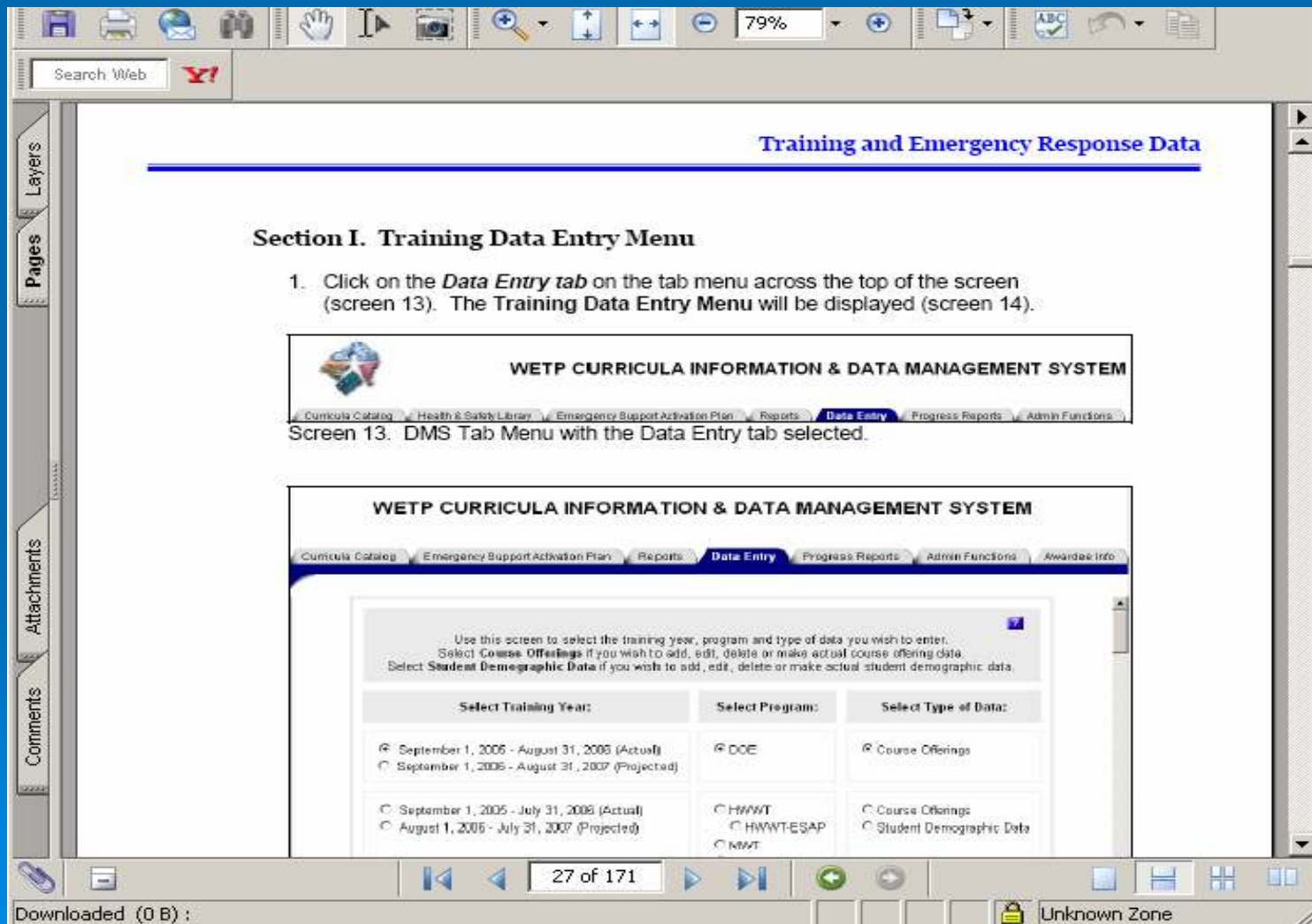
- ☐ HWWT
  - ☐ HWWT-ESAP
- ☐ MWT
- ☐ BMWT
- ☐ HDPT

### Select Type of Data:

- ☒ Course Offerings

- ☐ Course Offerings
- ☐ Student Demographic Data

- The User Manual will open in a new window so you can access the manual while you are working in the DMS.



# Downloading the User Manual from the DMS

- The User Manual is available for download from any of the main menu screens in the DMS.
- The link for the User Manual is found in the bottom section of the Sidebar Menu.



## WETP CURRICULA INFORMATION & DATA MANAGEMENT SYSTEM

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## WETP CURRICULA INFORMATION & DATA MANAGEMENT SYSTEM

Welcome Awardee Organization One!!!

### Deadlines:

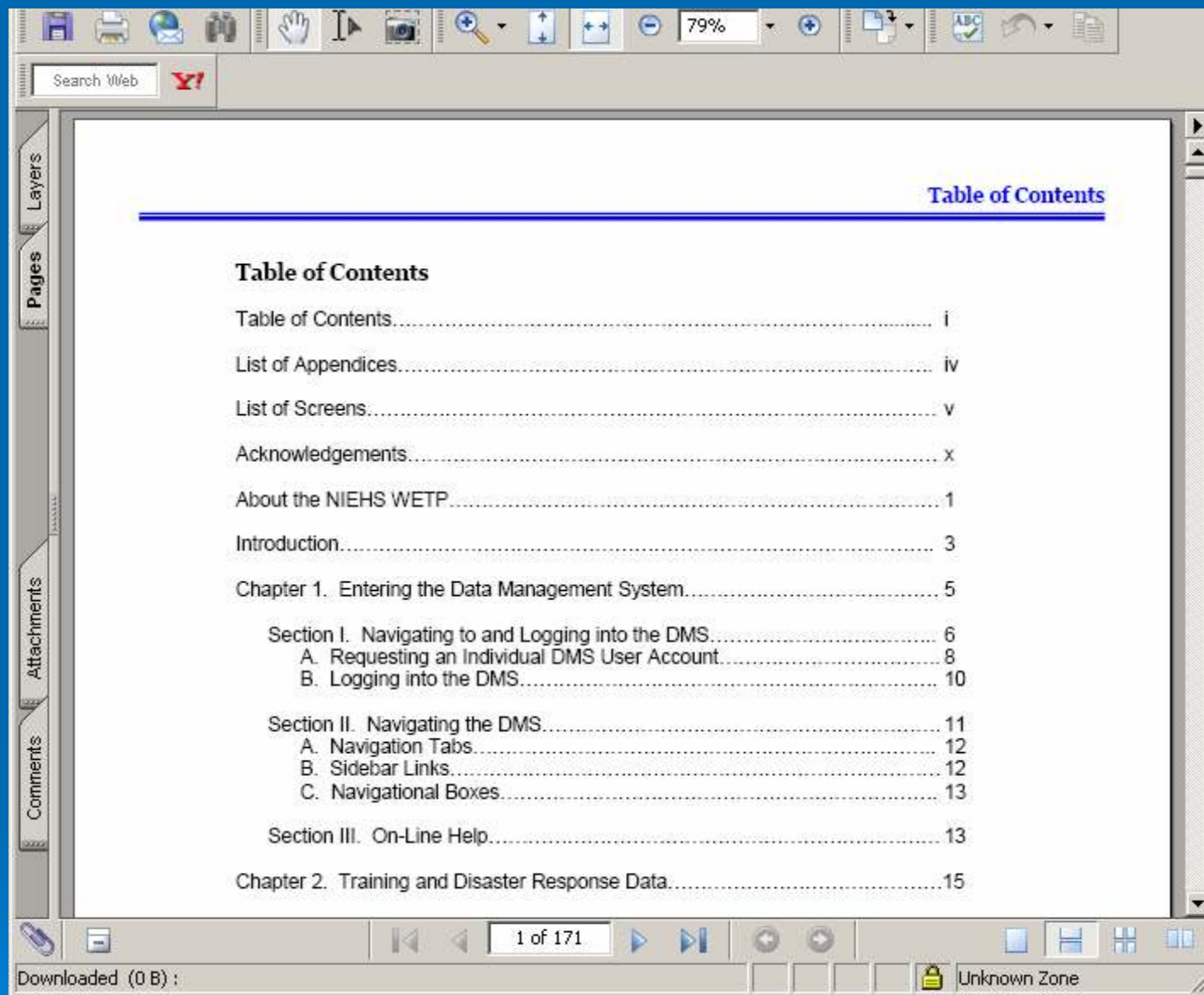
- September 29, 2006
  - Actual data entry for all programs except DOE for the training period 9/1/2005 - 7/31/2006
  - Final progress reports for all programs except DOE for the training period 9/1/2005 - 7/31/2006
- October 31, 2006
  - Actual data entry for DOE for the training period 9/1/2005 - 8/31/2006
  - Final progress reports for DOE for the training period 9/1/2005 - 8/31/2006

**Please remember to mark data complete on the Administrative Functions page when you have completed data entry. Marking data complete informs the WETP staff that you have completed data entry.**

For data submission questions, please contact [Patricia Thompson](#) via email at [thompso2@niehs.nih.gov](mailto:thompso2@niehs.nih.gov) or call 919.541.0117.  
For technical problems or questions, please contact [Lynn Albert](#) via email at [albert@niehs.nih.gov](mailto:albert@niehs.nih.gov) or call 919.361.5444x219.

If you click on the Download User Manual Link, the manual will open in a separate window.



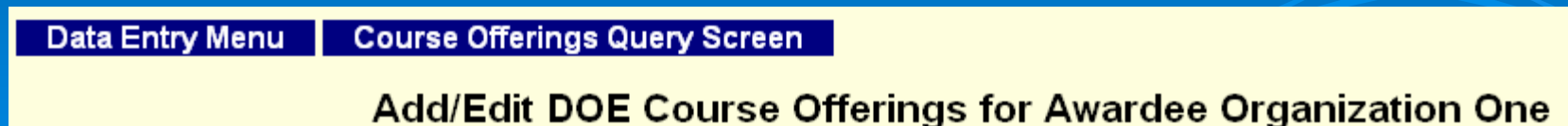


# New Navigation in the DMS

- New navigational boxes have been added to the DMS.
- For the pages that do not have navigational tabs at the top,



there will be navigational boxes across the top of the screen.



- Navigational boxes allow you to navigate back to the previous screen or to the main menu of the DMS function you are on.



Data Entry Menu

Course Offerings Query Screen



## Add/Edit DOE Course Offerings for Awardee Organization One

Tag	Edit	ID	Course Status	Course	Course State	Course Date	Course Hours	# of Workers	Total Hours	Training Org	?
<input type="checkbox"/>	<input type="radio"/>	147636	PENDING	503-Lead Abatement Instructor	MA	10/31/2005	40	68	2720	Training Org Two	
<input type="checkbox"/>	<input type="radio"/>	147635	ACTUAL	210-Pollution Prevention	CA	09/25/2005	8	18	144	Training Org Three	
<input type="checkbox"/>	<input type="radio"/>	147634	ACTUAL	210-Pollution Prevention	CA	10/15/2005	8	5	40	Training Org Three	
<input type="checkbox"/>	<input type="radio"/>	147632	PENDING	104-Site Supervisor Basic	TBD	12/12/2005	8	60	480	Training Org Four	
<input type="checkbox"/>	<input type="radio"/>	147631	PROJECTED	101-Basic Superfund Site Worker	TN	07/11/2006	80	10	800	Training Org Two	
<input type="checkbox"/>	<input type="radio"/>	147630	ACTUAL	305-Emerg. Resp. Train-the-Trainer	VA	10/11/2005	24	12	288	Training Org One	

### Actions:



- ☐ Delete tagged records
- ☐ Change record status to actual

Tag All

Untag All

Clear Actions

Apply

Add New Record

Clicking on the Course Offerings Query Screen navigational box will take you to the Course Offerings Query Screen.

## Data Entry Menu

### Select 9/01/2005 - 8/31/2006 DOE Course Offerings to Display



This screen allows you to limit the number of records displayed on the Add/Edit screen and select how you want the records sorted by selecting query and sort parameters.

If you wish to see all your data on the Add/Edit screen select the 'Add/Edit Course' button located at the top or bottom of the form without changing any of the default parameters on the query form.

Add/Edit Course

Run Query



Defaults

Help

#### Select Query Parameters

Course Status ☒ Any ☐ Projected  
☐ Actual ☐ Pending

Course Record Number(s)  to

Course Date(s)   to  

Date Record Entered   to  

Date Record Modified   to  

Course Hours ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 8 ☐ 16 ☐ 24 ☐ 32 ☐ 40 ☐ 80 ☐

Number of Students

ATT

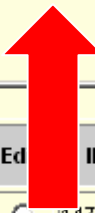
Record Entered By

Record Last Modified By

Data Entry Menu

Course Offerings Query Screen

## Add/Edit DOE Course Offerings for Awardee Organization One



Tag	Ed	ID	Course Status	Course	Course State	Course Date	Course Hours	# of Workers	Total Hours	Training Org	?
<input type="checkbox"/>	<input type="radio"/>	147636	PENDING	503-Lead Abatement Instructor	MA	10/31/2005	40	68	2720	Training Org Two	
<input type="checkbox"/>	<input type="radio"/>	147635	ACTUAL	210-Pollution Prevention	CA	09/25/2005	8	18	144	Training Org Three	
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<input type="checkbox"/>	<input type="radio"/>	147630	ACTUAL	305-Emerg. Resp. Train-the-Trainer	VA	10/11/2005	24	12	288	Training Org One	

### Actions:

- ☐ Delete tagged records
- ☐ Change record status to actual

Tag All

Untag All

Clear Actions

Apply

Add New Record

Clicking on the Data Entry Menu navigational box will take you to the Data Entry Main Menu.



## WETP CURRICULA INFORMATION & DATA MANAGEMENT SYSTEM

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Use this screen to select the training year, program and type of data you wish to enter.  
Select **Course Offerings** if you wish to add, edit, delete or make actual course offering data.  
Select **Student Demographic Data** if you wish to add, edit, delete or make actual student demographic data.

### Select Training Year:

- ☒ September 1, 2005 - August 31, 2006
- ☐ September 1, 2006 - August 31, 2007

- ☐ September 1, 2005 - July 31, 2006
- ☐ August 1, 2006 - July 31, 2007

### Select Program:

- ☒ DOE

- ☐ HWWT
  - ☐ HWWT-ESAP
- ☐ MWT
- ☐ BMWT
- ☐ HDPT

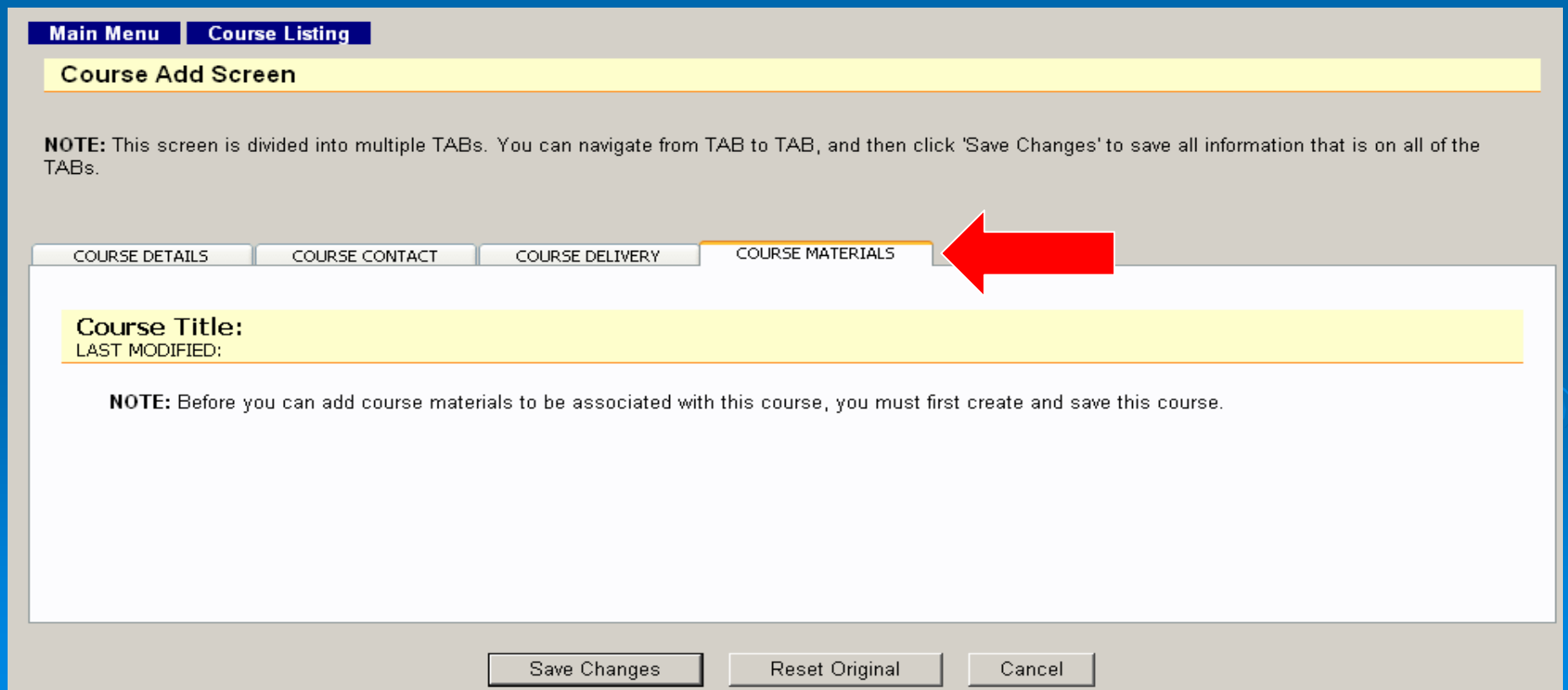
### Select Type of Data:

- ☒ Course Offerings

- ☐ Course Offerings
- ☐ Student Demographic Data

# Curricula Catalog Changes

- All tabs on the Curricula Catalog sub-menus are now visible at all times.



The screenshot displays the 'Course Add Screen' interface. At the top, there are navigation links for 'Main Menu' and 'Course Listing'. Below these is a yellow header bar labeled 'Course Add Screen'. A note states: 'NOTE: This screen is divided into multiple TABs. You can navigate from TAB to TAB, and then click 'Save Changes' to save all information that is on all of the TABs.' Below the note is a tabbed interface with four tabs: 'COURSE DETAILS', 'COURSE CONTACT', 'COURSE DELIVERY', and 'COURSE MATERIALS'. The 'COURSE MATERIALS' tab is currently selected and highlighted with a red arrow pointing to it. Below the tabs is a yellow header bar for the 'COURSE MATERIALS' section, containing the labels 'Course Title:' and 'LAST MODIFIED:'. Below this is another note: 'NOTE: Before you can add course materials to be associated with this course, you must first create and save this course.' At the bottom of the screen are three buttons: 'Save Changes', 'Reset Original', and 'Cancel'.

Main Menu Course Listing

Course Add Screen

**NOTE:** This screen is divided into multiple TABs. You can navigate from TAB to TAB, and then click 'Save Changes' to save all information that is on all of the TABs.

COURSE DETAILS COURSE CONTACT COURSE DELIVERY COURSE MATERIALS

Course Title:  
LAST MODIFIED:

**NOTE:** Before you can add course materials to be associated with this course, you must first create and save this course.

Save Changes Reset Original Cancel



# and

**Main Menu** | **Course Listing** | **Course Details**

## Material Add Screen

**NOTE:** This screen is divided into multiple TABs. You can navigate from TAB to TAB, and then click 'Save Changes' to save all information that is on all of the TABs.

MATERIAL DETAILS

MATERIAL FILE LIST



**Course Title:** [Confined Space Instructor Manual - Version Two](#)

LAST MODIFIED: 07/27/2006

**NOTE:** Before you can upload any files to be associated with this course material, you must first create and save this course material.

# Emergency Support Activation Plan

- Two Emergency Support Activation Plan data entry screens have been added to the DMS.
- These screens can be found under the Emergency Support Activation Plan tab.



## WETP CURRICULA INFORMATION & DATA MANAGEMENT SYSTEM

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**Emergency Support Activation Plan**

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Use this screen to navigate to the HWWT-ESAP Data Entry or Report Screens.  
Click on Add/Edit HWWT-ESAP Contact Persons to go to the Contact Persons Data Entry Screen.  
Click on Add/Edit Awardee HWWT-ESAP Information to go to the Awardee HWWT-ESAP Information Data Entry Screen.

[Add/Edit HWWT-ESAP Contact  
Persons](#)

[Add/Edit Awardee HWWT-ESAP  
Information](#)

[Add/Edit Projected and Actual HWWT-ESAP Training Data](#)

The new ESAP screens are:

- Add/Edit HWWT-ESAP Contact Persons
- Add/Edit Awardee HWWT-ESAP Information

The Add/Edit HWWT-ESAP Persons screen is for entering contact information for the individuals in your organization including whether or not they can participate in disaster response.

**ESAP Menu**

**Add/Edit Emergency Support Activation Plan Persons for Awardee Organization One**

Tag	Edit	ID	Full Name	Title	Telephone Number	Email	Participate in Response?
<input type="checkbox"/>	<input type="radio"/>	6	John Smith	Industrial Hygienist	919-555-1212	jsmith@awardeeorgone.org	YES
<input type="checkbox"/>	<input type="radio"/>	7	Jane Doe	Instructor	919-555-9522	jdoe@awardeeorgone.org	NO

**Actions:**  
☐ Delete tagged records  
  

Tag All

Untag All

Clear Actions

Apply

Add New Record

**Add Person Details**  
First Name:   
Last Name:   
Title:   
Phone (including area code)  
in the form XXX-XXX-XXXX:   
Email Address:   
Will this individual be able to  
participate in response?: ☒ Yes ☐ No  

Add Person

The Add/Edit Awardee HWWT-ESAP Information screen is used to collect awardee organizational information detailing the instructors, professionals, equipment and training facilities available for disaster response.

## Edit Emergency Support Activation Plan Data for Awardee Organization One ?

### Instructor Information

Number of Instructors who would participate in response:   
Number who have completed OSHA Disaster Site T-T-T:   
Number who will complete OSHA Disaster Site T-T-T within the next year:   
Is Instructor Participation Voluntary? ☒ Yes ☐ No Provide Instructor Information? ☒ Yes ☐ No  
Instructor Agreement Obtained? ☒ Yes ☐ No  
Details about the Participating Instructors:

### Professionals Information

Number of Professionals Who Would Participate In Response:   
Number of Professionals Who Took OSHA Disaster Site Worker 16 hour:   
Number of Industrial Hygienists:  Number of Certified Industrial Hygienists:   
Number of Safety Professionals:  Number of Certified Safety Professionals:   
Number of Health Physicists:  Number of Certified Health Physicists:   
Number of Radiology Technicians:  Number of Certified Radiology Technicians:   
Number of Occupational Health Physicians:   
Enter any other professionals:   
OSHA HAZWOPER Certified? ☒ Yes ☐ No Agreement Obtained? ☒ Yes ☐ No  
Professional Participation Voluntary? ☒ Yes ☐ No Provide Professional Information? ☒ Yes ☐ No

### Monitoring Equipment, Useable Training Facilities and Mobile Training Units Information

Do You Have Useable Monitoring Equipment? ☐ Yes ☒ No  
List types of monitoring equipment:   
Do You Have Facilities to Use For Training? ☒ Yes ☐ No  
Will you provide a list of training facilities: ☒ Yes ☐ No  
Do You Have Mobile Training Units? ☐ Yes ☒ No  
Are Training Units Useable During a Disaster? ☐ Yes ☒ No  
List mobile training units:   
Where are mobile training units maintained?

### Associated Courses

*Double Click* a course in the select list to add the course to your Associated Course (s) list that appears below the select list.

-- Please Select --  
24-hr Hazardous Waste Worker (1568)  
8-hour Hazard Recognition & PPE (1574)  
Asbestos Abatement Instructor Manual (1570)  
Asbestos Abatement Worker Manual (1569)  
Asbestos Worker / Supervisor Refresher (1576)  
BMWTP Life Skills Curriculum (1572)

Add/Edit Data


Defaults

Help

# DMS User's List Serve

- A new list serve for DMS Users ONLY has been created.
- The list serve name is wt-dms-user.
- The purpose of the list serve is to provide a way of distributing DMS-related information to the people who use it.

# DMS Work in Progress


- Currently the following DMS projects are underway:
    1. Student Demographic Cumulative reports.
    2. Historical initial projected course data reports.
    3. Ability to get subtotals on reports.
- 



# Tell us what else the DMS can do for you!

We get most of our ideas for improvements and enhancements to the DMS from our user community.

Please continue to let us know what we can do to make the DMS easier to use and more useful to you.



# Questions?

- Patricia Thompson, NIEHS
  - [thompso2@niehs.nih.gov](mailto:thompso2@niehs.nih.gov)
- Lynn Albert, Alpha Gamma Technologies, Inc.
  - [alber@niehs.nih.gov](mailto:alber@niehs.nih.gov)

